



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	2	Certification Procedures	
Section	1	Application for a certificate of approval (N.J.A.C. 10:121A-2.1)	

§10:121A-2.1 Application for a certificate of approval

(a) An organization interested in providing any kind of adoption service shall first secure a certificate of approval from the Department, pursuant to the requirements of the State Adoption Law and of this chapter. Operation of an adoption agency without a valid certificate, as required by law, constitutes a crime of the third degree, pursuant to N.J.S.A. 9:3-39.

(b) The agency shall file a completed application for a new or renewed certificate with the Office of Licensing at least 60 calendar days prior to the anticipated date of operation or the expiration of an agency's existing certificate.

(c) An applicant for a new certificate shall submit to the Office of Licensing a written plan for the agency's operation that includes the following:

1. A statement of agency purpose, scope of adoption program and target groups to be served, program goals and objectives, description of services, and plans for coordination with other agencies and community resources;
2. A description of organizational structure, including the names of the board of directors and its committees, staff organization charts, number and qualifications of board members and names of executive officers and titles of offices held, such as president or chairperson;
3. A list of all branch offices of the adoption agency, if any;
4. A list of personnel, including all present and expected staff members who have direct contact with clients, their qualifications and duties;
5. A budget and financial plan, including actual and/or projected statement of revenues and expenses, documentation of sufficient resources to support agency operations, general/comprehensive liability insurance coverage for agency operations, and a listing of fees for service;

6. A copy of the forms to be used by the agency, including applications, intake, case record, evaluation, financial and statistical report forms;

7. A copy of agency incorporation papers and proof of not-for-profit status;

8. A copy of the agency's non-discrimination policy, as specified in N.J.A.C. 10:121A-1.7(b), and approved by the agency's governing board;

9. A copy of an audit or financial statement, if requested by the Office of Licensing; and

10. For agencies located outside of New Jersey, a copy of that agency's most current licensing or approval inspection report and the license or certificate that reflects the agency's licensing or approval status in that state and documentation that indicates that the agency has been in operation for